



Office of the Director

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

Executive Registry

88-0970X

MAR 8 1988

DDA/REG
LOGGEDMEMORANDUM FOR HEADS OF MAJOR DEPARTMENTS
AND INDEPENDENT AGENCIESFROM: CONSTANCE HORNER
DIRECTORSUBJECT: Conference--"Beyond Drug Testing: The Mission
to Help"

Last October I wrote urging you to promote the effective utilization of Employee Assistance Programs (EAP's) in your agency as a means of supporting the President's drug-free Federal workplace initiative. In addition, I indicated that the Office of Personnel Management (OPM) would be undertaking several initiatives designed to assist Federal agencies to improve the visibility and effectiveness of EAP's in helping employees overcome their substance abuse problems. One of those initiatives was an EAP conference.

I am now pleased to announce that OPM will hold a one-day conference entitled, "Beyond Drug Testing: The Mission to Help." The conference, which will be held at the Grand Hyatt Hotel in Washington, D.C. on April 19, 1988, is designed to emphasize the crucial role EAP's play in helping employees overcome substance abuse and achieving a drug-free Federal workplace. The subject matter and presentations will be particularly useful to top management officials and EAP Administrators within the Federal community. A draft agenda and registration information are attached.

I appreciate your support of this important Administration initiative and look forward to your agency's participation in the EAP conference on April 19.

Attachments

EAP REGISTRY
FILE: 75-1DCI
EXEC
REGCON 131-65-2
May 1986

"Beyond Drug Testing: The Mission to Help"

A One-Day Conference on Employee Assistance Programs

AGENDA (draft)

Claudia Cooley Associate Director, Personnel Systems and Oversight Group	Introduction	9:30 - 9:45 a.m.
Constance Horner Director, OPM	"The Mission to Help: A New Look At Employee Assistance Programs."	9:45 - 10:00 a.m.
Dr. Donald Ian Macdonald Director for Drug Abuse Policy The White House	"The View From the White House." Administration plans, objectives and status of the President's drug-free workplace program.	10:00 - 10:30 a.m.
	Break	10:30 - 11:00 a.m.
Private Sector Executive	"How EAP's Make Good Management Sense." The experience of a major corporation.	11:00 - 11:45 a.m.
Lunch - Wilton N. Jones, M.D. F.A.C.S., C.A.S.A. River Crest Hospital San Angelo, Texas	"The Helping Hand Works." The experience of a practitioner who has treated employees referred through the EAP process.	12:00 - 1:30 p.m.
Panel Presentations	"EAP Successes and Pitfalls: Some Lessons Learned." (Panel of key government representatives will discuss what does/doesn't work in EAP design and implementation.)	1:45 - 3:00 p.m.
Claudia Cooley Associate Director, Personnel Systems and Oversight Group	Questions, General Discussion and Wrap-up	3:00 - 3:30 p.m.

NOMINATION PROCEDURES
FOR
"BEYOND DRUG TESTING: THE MISSION TO HELP"

The EAP conference will be held on April 19, 1988 at the Grand Hyatt Hotel, 1000 H. Street NW, Washington, D.C. Parking is available at public lots located in close proximity to the hotel; however, there is no parking in the hotel itself. Also, the hotel is only one block from the Metro Center Subway station. The conference cost of \$75.00 will include all materials and a luncheon. Registration will commence at 8:30 a.m. and the conference will conclude at approximately 3:30 p.m. The attached agenda identifies topics to be covered at this conference.

We are anticipating a large response for attendance at this conference. Therefore, we must limit the number of attendees to three participants from each agency. Agencies desiring additional allotments should submit all their nominations in priority order so we can honor those requests as extra space becomes available. In this regard, we must know by April 4 if all the allocated spaces will not be used so these can be distributed to agencies desiring to send more participants.

We are requesting that each agency designate a contact person who will be responsible for coordinating and forwarding (in one complete package) all your agency's nominations (SF-182) to the following address no later than April 4, 1988:

Office of Personnel Management
Employee Health Services Branch
1900 E. Street, N.W. Rm 7H39
Washington, D.C. 20415

Any questions you may have should be directed to the Employee Health Services Branch on Telephone 202-632-5558.